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12 April 1971

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MEMORANDUM FOR: See Distribution

SUBJECT : [REDACTED] Trip

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1. The [REDACTED] trip is now scheduled for Friday and Saturday 16 and 17 April. We should leave here about 1700 on Friday in order to get down in time for dinner. Proceedings should be over by about 1730 on Saturday, allowing everyone to get back in time for whatever it is they do on Saturday nights. Meals will be provided, but bring your own booze.

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2. A tentative agenda is as follows:

Friday 2030-2200 Premonitory intelligence and performance monitoring. [REDACTED]

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Saturday 0900-1030

Office functioning--the roles of the analyst, editor, PO, and branch chief. [REDACTED]

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1100-1200

The NIS. [REDACTED]

1330-1430

Research. Are some of our people under-employed? [REDACTED] 25X1A

1430-1600

Personnel Management

- a) Career progression (My memorandum distributed at the last CSB)
- b) Communication. Do we know what our people are thinking? (My memorandum to Proctor of 17 March)

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- c) Memos of assignment, EBARs, etc.  
Should we make any changes in the  
system? [REDACTED]

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1600-1700

Open for other topics to be  
listed by participants.

3. This schedule is intended to be quite flexible,  
both now and as the meeting progresses. I would welcome  
any suggestions for changes. We will have a folder  
of papers relating to most if not all of the agenda items  
for each participant Friday night.

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4. [REDACTED] will be acting DOCI and [REDACTED] will be  
on duty Saturday morning.

RICHARD LEHMAN  
Director of Current Intelligence

Copies sent to:

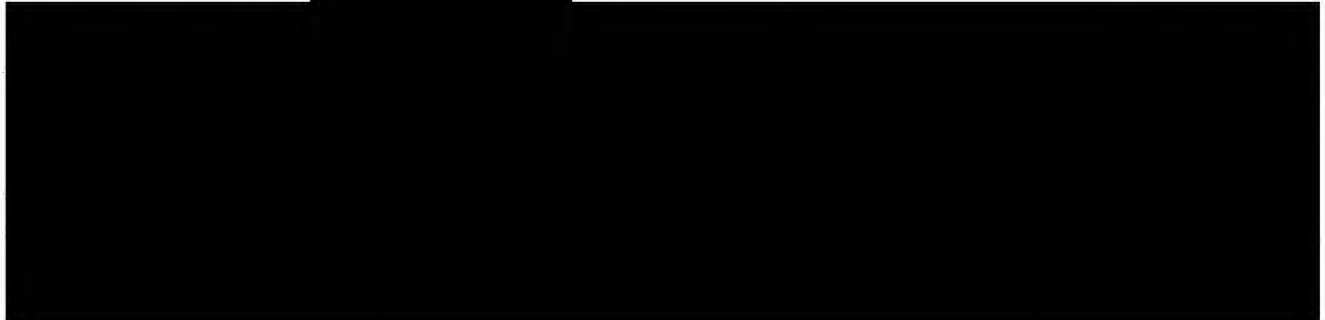
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I. Directions



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II. Accommodations

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[REDACTED] is well-equipped with all bedding, towels, baths, etc. All meals are provided. Tennis is available [REDACTED]. Sports clothes and walking shoes are recommended. When walking around the area, carry your Agency badge to be shown in event the roving security patrol so requests.

III. Communications

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1. [REDACTED] (Direct Dialing)
2. To Dial Washington [REDACTED] dial 7 and number (includes Hqs).
3. To dial [REDACTED] - dial 8 and number.
4. In any other situation call main guard post or ask help from housekeeper, whose name is [REDACTED]

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